

Step Chart

Contact Local City/Town Hall if:

Sole Proprietorship General Partnership

STEP 1

Determine the structure of your Business

STEP 2

Contact the IRS to: Obtain an EIN Number

STEP 3

Contact the Division of Taxation

If Business does NOT have employees:

Go to Step 4

STEP 4

Contact the Local City/Town Hall: Register Name, Sunday Retail Sales, Liquor Licenses, Entertainment Licenses, Peddler's License & Zoning Requirements, etc.

STEP 5

Contact Other State Agencies:

General Treasurer's Office Department of Labor & Training Division of Purchasing

US Department of Labor: Wage and Hour Division Occupational Safety & Health Administration

STEP 6

Contact Government Agencies:

Contact Secretary of State if:

Corporation, Non-profit Corporation, Limited Liability Company, Limited Partnership, Limited Liability Partnership and Producers' & Consumers' Cooperative

If Business has employees:

Contact the Employee Tax Division of the Division of Taxation

Sewer Treatment Facility Department of Environmental Management

> US Bureau of Citizenship & Immigration Services